

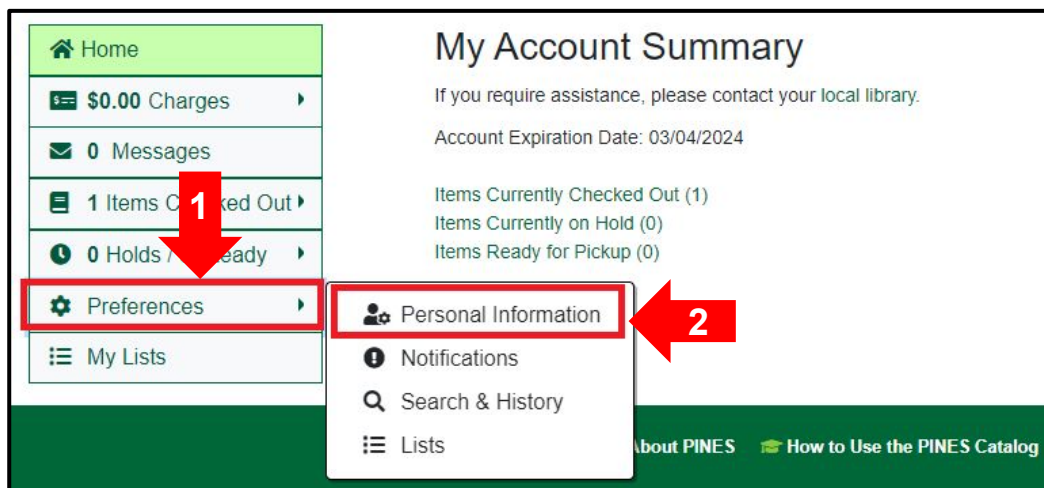
How to

UPDATE ACCOUNT INFORMATION AND PREFERENCES

for notifications, search, and history in your PINES account.

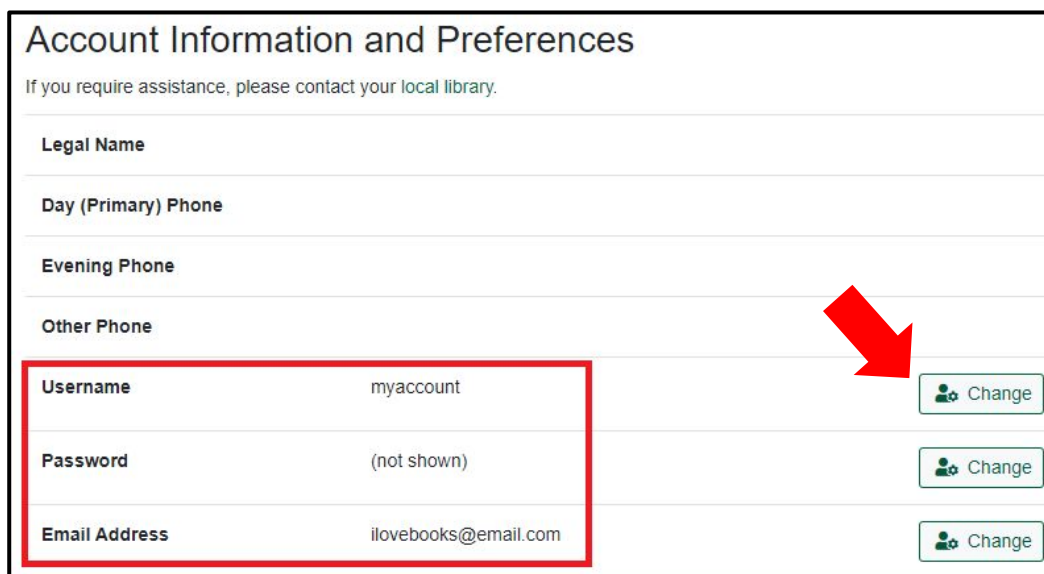


To access and change your account settings, log in to your account at gapines.org and click “My Account” in the top right of the toolbar.



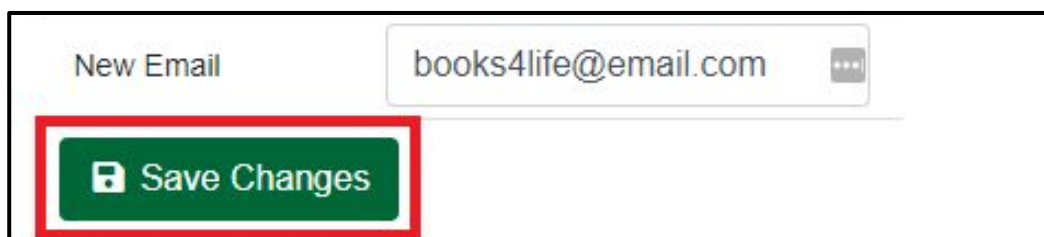
To update your account information, in the My Account Summary screen, click

1. Preferences
2. Personal Information



Click “Change” next to the field you would like to update:

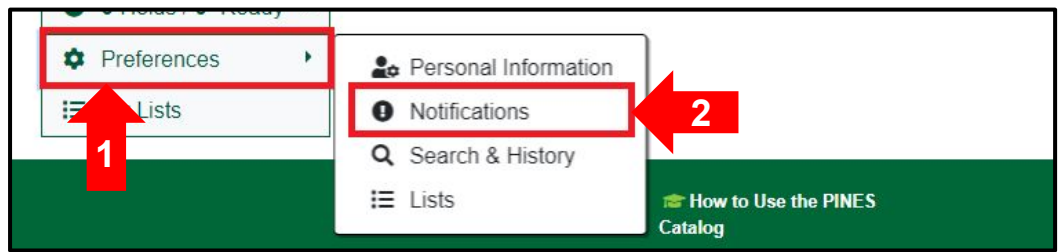
- Username
- Password
- Email Address



Click “Save Changes”

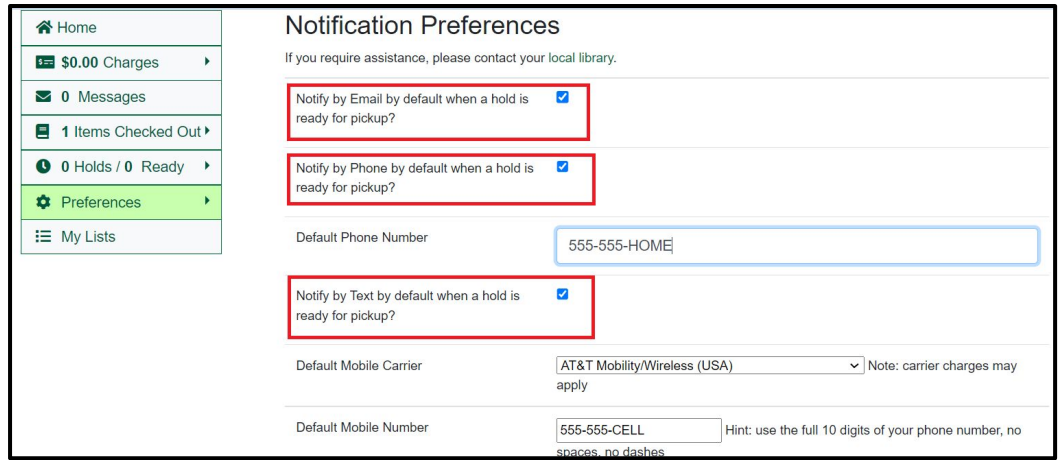
To update notification preferences, click:

1. Preferences
2. Notifications



You can choose to receive notifications through:

- Email
- Phone
- SMS text message*

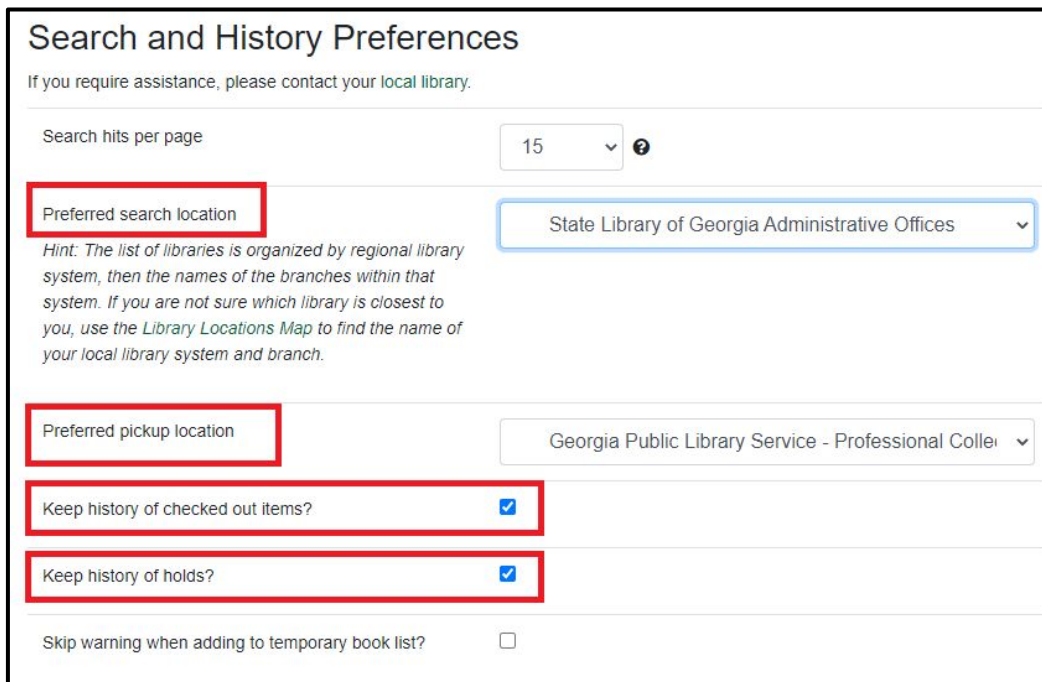


*Please note that most major mobile carriers provide this service, but many discount plans and prepaid phone service providers do not. Please refer to library staff for assistance.



To update search and history preferences, click:

1. Preferences
2. Search & History



Update settings for:

- Search hits per page
- Search location
- Pickup location
- History of checked out items
- History of holds

Be sure to click  after making any changes to your settings.